

Agenda
Monroe County Airport Authority
Audit Committee Meeting
January 18, 2011
11:00 a.m.

- | | | |
|-----------|--|--------------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from December 8, 2010 | Iacovangelo |
| 3. | Internal Audit Report | Mancini |
| 4. | Authority Risk Assessment Review | Mancini |
| 5. | Annual Audit Work Plan | Mancini |
| 6. | Review Preliminary December Financials | Veltre |
| 7. | Other Business | Iacovangelo |

Agenda
Monroe County Airport Authority
Governance Committee
January 18, 2011
11:30 a.m.

- | | | |
|----|--|---------|
| 1. | Roll Call | Juskiw |
| 2. | Approval of Minutes from March 24, 2010 Governance Committee Meeting | Juskiw |
| 3. | Report on Ethics Hotline | Mancini |
| 4. | Other Business | Juskiw |

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
January 18, 2011 11:00 a.m.

Present:
Bernard J. Iacovangelo, Esq. Chairperson
Don Johnson
Nick Juskiw
Stephen Tucciarello

Others Present:
Susan Walsh, Esq. Administrative Director
Scott Adair Treasurer
Angela Veltre Assistant Treasurer
Phil Mancini MCAA Internal Auditor
Brett Granville Assistant Secretary

Meeting was called to order by the Chairman @ 11:00.

Approval of Minutes from December 8, 2010

Moved by the Chairman and seconded by Member Johnson that the minutes be approved without changes. The motion passed unanimously 4-0.

Internal Audit Report

MCAA Internal Auditor Phil Mancini presented the report for the period of 12/8/2010 - 1/18/2011. The report contained the draft of the Alamo audit; the Hotline Report; and the compressed natural gas facility issues with the DES. All members' questions were answered by Mancini. Chairman Iacovangelo requested that for future audits, it would be helpful to the committee members to have a fact sheet with the particulars for each contract/agreement.

Authority Risk Assessment Review

MCAA Internal Auditor Phil Mancini presented the report for review by the committee. Committee members were asked to review the information in their handouts and to contact Mancini with any questions and/or comments. At the March MCAA Board meeting the final presentation of the Risk Assessment will be presented and voted on.

Annual Audit Work Plan

MCAA Internal Auditor Phil Mancini presented the report as the 3rd year of a 3 year program. The report details the time spent by the Auditor and staff. Chairman Iacovangelo asked that the following matters be reported to the committee:

1. The report to contain any pending legal matters that may affect the financial health of the MCAA.
2. The report to contain the insurance coverage of the MCAA and contain a report to the committee on the adequacy of that coverage.

3. The report to contain the payroll taxes paid and the timeliness of those payments.

Review Preliminary December Financials

Assistant Treasurer Angela Veltre presented the preliminary financial report for December 2010. The report indicated a 1.74% decrease in revenue and a 4% increase in expenditures. The report does not include the final numbers and the final draft report would be audited around the second week of February.

Other Business

No other business presented.

Meeting was adjourned.

The next Audit Committee meeting will be March 23, 2011.

Respectfully submitted,



Brett C. Granville

Assistant Secretary

Dated: 1 - 25 - 11

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
January 18, 2011 11:30 a.m.

Present:
Nicholas Juskiw **Chairperson**
James G. Vazzana, Esq.
Susan Keith

Absent:
Willie J. Lightfoot

Others Present:
Susan Walsh, Esq. **Administrative Director**
Phil Mancini **MCAA Internal Auditor**
Brett Granville **Assistant Secretary**

Meeting was called to order by the Chairman @ 11:30.

Approval of Minutes from December 8, 2010

Moved by the Chairman and seconded by Member Vazzana that the minutes be approved without changes. The motion passed unanimously 3-0.

Report on Ethics Hotline

MCAA Internal Auditor Phil Mancini presented the report.

Other Business

No other business presented.

Meeting was adjourned.

The next Governance Committee meeting will be March 23, 2011.

Respectfully submitted,



Brett C. Granville
Assistant Secretary

Dated: 1-25-11

**Agenda
Monroe County Airport Authority
Regular Meeting
January 18, 2011
12:00 p.m.**

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Walsh |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from December 8, 2010 | Vazzana |
| 4. Appointment of Susan L. Walsh, Esq. as Administrative Director | Vazzana |
| 5. Appointment of Brett C. Granville as Assistant Secretary | Vazzana |
| 6. Approve and Adopt Business and Travel Expense Policy and Amend Credit Card Policy | Adair |
| 7. Require Annual Ethics and Policy Training for Members and Officers of the Monroe County Airport Authority | Taylor |
| 8. Governance Committee Report | Juskiw |
| 9. Audit Committee Report | Iacovangelo |
| 10. Approve and Adopt Change in Parking Rates | Veltre |
| 11. Authorize a Contract with Smarte Carte, Inc. to Provide Luggage Cart Concession for the Monroe County Airport Authority at the Greater Rochester International Airport | Veltre |
| 12. Annual Statement of Financial Disclosure | Granville |
| 13. Traffic Report | Haas |
| 14. Directors Report | Walsh |
| 15. Other Business | Vazzana |

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 1 OF 2011

APPOINTMENT OF SUSAN L. WALSH, ESQ. AS ADMINISTRATIVE DIRECTOR

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That Susan L. Walsh, Esq., as Acting Monroe County Director of Aviation, shall be appointed Administrative Director of the Monroe County Airport Authority effective January 18, 2011 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 18, 2011

Vote: 6-0



I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 18, 2011

Dated: 1/24/11

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 2 OF 2011

APPOINTMENT OF BRETT C. GRANVILLE AS ASSISTANT SECRETARY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That Brett C. Granville shall be appointed Assistant Secretary of the Monroe County Airport Authority effective January 18, 2011 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 18, 2011

Vote: 6-0



I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 18, 2011

Dated:

1/24/11

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 3 OF 2011

**APPROVE AND ADOPT BUSINESS AND TRAVEL EXPENSE POLICY
AND AMEND CREDIT CARD POLICY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Business and Travel Expense Policy is hereby adopted in the form attached hereto.

Section 2. The Credit Card Policy, as readopted March 24, 2010, is hereby amended in the form attached hereto.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 18, 2011

Vote: 6-0

Brett C. Granville

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 18, 2011

Dated:

1/24/11

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 4 OF 2011

**REQUIRE ANNUAL ETHICS AND POLICY TRAINING FOR MEMBERS
AND OFFICERS OF THE MONROE COUNTY AIRPORT AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. Members and Officers of the Monroe County Airport Authority shall receive Ethics and Policy Training prior to the 2011 Annual Meeting, and annually thereafter. All newly appointed Members and Officers shall receive Ethics and Policy Training within thirty (30) days of appointment

Section 2. The Administrative Director, or her designee, shall develop and implement Ethics and Policy Training that reviews all policies adopted by the Monroe County Airport Authority and all applicable ethics laws, rules and regulations.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 18, 2011

Vote: 6-0



I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 18, 2011

Dated:

1/24/11

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 5 OF 2011

**APPROVE AND ADOPT CHANGE IN PARKING RATES AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby approves and adopts the daily and or weekly changes to parking rates as follows:

A. Rate changes, effective November 11, 2010, are as follows:

- (1) Increase daily maximum rate by \$0.25 in the Red, White, and Blue Shuttle lots from \$5.50 to \$5.75; and in the Yellow Shuttle lot from \$6.00 to \$6.25
- (2) Increase the weekly maximum rate by \$11.00 in the weekly lot from \$55.00 to \$66.00
- (3) Eliminate the first 30 minutes free in the Short Term lot; and initiate a 15 minute grace period in all lots.

B. The following Rates remain unchanged:

- (1) The rates for valet parking are \$33.00 for the first day and \$13.00 per day thereafter
- (2) The daily maximum rate in the ramp garage is \$13.00

Section 2. This resolution shall take effect immediately

ADOPTION: Dated: January 18, 2011

Vote: 6-0



I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 18, 2011

Dated:

1/24/11

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 6 of 2011

**AUTHORIZE A CONTRACT WITH SMARTE CARTE, INC. FOR A LUGGAGE CART
CONCESSION FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract with Smarte Carte, Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Smarte Carte, Inc. was determined by a Selection Committee to be the most qualified proposer to a Request for Proposal (RFP) issued by the Monroe County Airport Authority. The contract will be for a period of three (3) years, commencing on January 1, 2011, with the option to extend for one (1) consecutive term of up to three (3) years, at the sole discretion of the Authority.

Section 3. The Monroe County Airport Authority will receive as revenue, 9% of Gross Sales.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Smarte Carte, Inc. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: January 18, 2011

Vote: 6-0



I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
Certify that the within Resolution was duly
Adopted by the Monroe County Airport Authority
At a General Meeting held January 18, 2011

Dated:

1/24/11

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 18, 2011 12:00 p.m.

Present:

James G. Vazzana, Esq. Chairperson
Bernard J. Iacovangelo, Esq.
Don Johnson
Nicholas Juskiw
Susan Keith
Stephen Tucciarello

Absent:

Willie J. Lightfoot

Others Present:

Maggie Brooks	County Executive
Susan L. Walsh, Esq.	Administrative Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Phil Mancini	MCAA Internal Auditor
David Haas	Senior Management Analyst
William K. Taylor	Secretary
Brett Granville	Assistant Secretary

Meeting was called to order by the Chairman @ 12:00.

Approval of Minutes from December 8, 2010

Moved by Member Johnson and seconded by Member Keith that the minutes be approved without changes. The motion passed unanimously 6-0.

Address by County Executive Maggie Brooks

Chairman Vazzana introduced the County Executive. The County Executive then spoke to the Authority concerning the new policies that were being presented today. The County Executive also introduced Susan Walsh, Esq. as the new Acting Director of the airport and spoke of her qualifications and dedication. Chairman Vazzana thanked the County Executive for taking the time to address the Authority and for offering her guidance.

Appointment of Susan L. Walsh, Esq. as Administrative Director

Moved by Member Iacavangelo and seconded by Member Johnson. The motion passed unanimously 6-0.

Appointment of Brett C. Granville as Assistant Secretary

Moved by Member Juskiw and seconded by Member Iacavangelo. The motion passed unanimously 6-0.

Approve and Adopt Business and Travel Expense Policy and Amend Credit Card Policy

Treasurer Scott Adair presented the policy and amendment. Treasurer Adair then explained the intricacies of the new policy and its operation. Chairman Vazzana asked if the new policy would be an item on every Authority meeting and it was explained that yes it would. Moved by Member Iacavangelo and seconded by Member Juskiw. The motion passed unanimously 6-0.

Require Annual Ethics and Policy Training for Members and Officers of the Monroe County Airport Authority

Secretary William K. Taylor presented the Resolution. Secretary Taylor then explained that this training would exceed any state law requirement for training on policies, Code of Ethics, and conflicts of interest. Chairman Vazzana asked if this training would be required annually and if it would be conducted prior to the March meeting. It was explained that this training would be annual for all members of the MCAA and all staff and that there would be training prior to the March meeting. Moved by Member Tucciarello with the explanation that he also worked on this and the prior policy and found them to be comprehensive and essential. Seconded by Member Johnson. The motion passed unanimously 6-0.

Governance Committee Report

Presented by Chairman of the Governance Committee, Nicholas Juskiw.

Audit Committee Report

Presented by Chairman of the Audit Committee, Bernard Iacavangelo, Esq.

Approve and Adopt Change in Parking Rates

Assistant Treasurer Angela Veltre presented the resolution and discussed the changes. Chairman Vazzana asked if the parking rates are comparable to other airports and it was noted that these rates are lower than the Buffalo Airport's. It was also noted that the last parking rate increase was in October of 2008. Moved by Member Juskiw and seconded by Member Iacavangelo. The motion passed unanimously 6-0.

Authorize a Contract with Smarte Carte, Inc. to Provide Luggage Cart Concession for the Monroe County Airport Authority at the Greater Rochester International Airport

Assistant Treasurer Angela Veltre presented the resolution. It was noted that the Authority will receive a percentage of Gross Sales from this contract. Moved by Member Iacavangelo and seconded by Member Juskiw. The motion passed unanimously 6-0.

Annual Report of Financial Disclosure

Assistant Secretary Brett C. Granville presented and explained the Annual Financial Disclosure Statement for 2010. It was explained that the form is due no later than **April 16, 2011** and that the report is required for each member and their spouse.

Traffic Report

Senior Management Analyst, David Haas presented the report and explained that the decrease in enplanements and departures for December could be explained by the bad economy and the winter storm problems encountered in the East Coast. Member Iacavangelo asked about the potential merger of United and Continental and also the merger between Southwest and Air Tran – both mergers are too soon to understand the potential effect on GRIA traffic.

Director's Report

Administrative Director Susan L. Walsh, Esq. offered to the Authority what she has accomplished in her first two weeks on the job. The Director has met with the entire staff and toured the entire grounds. Meetings are underway with the FAA. The Director then gave the details and status of the progress on runway projects and the terminal improvement project. The Lifetime Assistance 5K benefit run is currently scheduled for June 18 and the Air Show is scheduled for July 16 – 17.

Other Business

No other business presented.

Meeting was adjourned.

The next Regular Meeting of the MCAA will be **March 23, 2011**.

Respectfully submitted,



Brett C. Granville
Assistant Secretary

Dated: **1-25-11**

Agenda
Monroe County Airport Authority
Audit Committee Meeting
March 28, 2011
4:00 pm

- | | | |
|----|--|--------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from January 18, 2011 | Iacovangelo |
| 3. | Treasurer: Presentation of the 2010 Audited Financials | Adair |
| 4. | Bonadio: Presentation of the 2010 Audit | Shepard |
| 5. | Annual Reporting and Resolution | Adair/Veltre |
| | ▪ Annual Report | |
| | ▪ Public Authorities Reporting Information System (PARIS) Report | |
| | ▪ Policy Review and Update | |
| 6. | Directors Litigation Update | Walsh |
| 7. | Adjournment | Iacovangelo |

Next meeting is May 18, 2011

Agenda
Monroe County Airport Authority
Governance Committee
March 28, 2011
4:30 pm

- | | | |
|----|--|-----------|
| 1. | Roll Call | Vazzana |
| 2. | Approval of Minutes from January 18, 2011 Governance Committee Meeting | Vazzana |
| 3. | Annual Review of Mission Statement and Performance Goals & Measures | Vazzana |
| 4. | Annual Review of Confidential Board Evaluation | Vazzana |
| 5. | Ethics Hotline Report | Granville |
| 6. | Other Business | Vazzana |
| 7. | Adjournment | Vazzana |

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
March 28, 2011 4:00 p.m.

Present:

Bernard J. Iacovangelo, Esq. Chairperson
Don Johnson
Stephen Tucciarello
Nick Juskiw - excused

Others Present:

Susan L. Walsh, Esq.	Administrative Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Brett Granville	Assistant Secretary
Randy Shepard	Bonadio & Co., LLP

Meeting was called to order by the Chairman @ 4:10.

Approval of Minutes from January 18, 2011

Moved by Member Johnson and seconded by Member Tucciarello that the minutes be approved without changes. The motion passed unanimously 3-0.

Presentation of the 2010 Audited Financials

Treasurer Scott Adair presented the 2010 Financials. It was noted that there were no material changes from the bimonthly Financials presented throughout 2010. Net assets increased from the prior year. Particular attention was paid to the Statement of Revenues, Operating Expenses, and Cash Flows for which the Treasurer reviewed and provided explanation for any material variance from the prior year. All questions were answered by Treasurer Adair.

Presentation of the 2010 Audit

Randy Shepard from Bonadio & Co. presented the 2010 Audit. It was noted that there were no audit findings. The audit uncovered no misstatements or any necessary audit adjustments. Mr. Shepard also reviewed the audit report on internal control over financial reporting and on compliance with other matters; report on compliance with the terms of the Authority's trust indenture; and the report on compliance and internal controls relating to PFC; and the report on compliance with the Authority's investment policy. Bonadio & Co. also noted compliance by the Authority with the required FDIC coverage. Bonadio & Co. requested that management provide the representation letter at the end of business March 28th.

Annual Reporting and Resolution

Treasurer Adair presented the Annual Financial Report which is a new report for 2010. It contains all the reporting elements required by section 2800 of

the Public Authorities Law. Assistant Treasurer Angela Veltre spoke on the required Public Authorities Reporting Information System (PARIS) report which will be completed by March 31 and then provided to all members. A list of all Authority's policies was provided and Assistant Treasurer Veltre noted a change in one location. Under Tracking, Inventory, and Disposal of Assets, and Acquisition of Real Property, Susan L. Walsh was named Contracting Officer. The new Business and Travel Expenses policy and new Credit Card policy have been added to the document which now contains all Authority policies.

Director's Litigation Report

Administrative Director, Susan L. Walsh noted one new claim. The County of Monroe was named in a personal injury lawsuit. The claim occurred when a pedestrian crossing Brooks Avenue was struck by a van transporting a passenger to the airport. The incident did not occur on airport property.

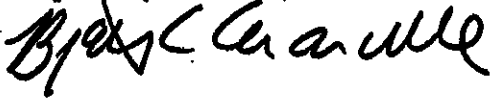
Other Business

No other business presented.

Meeting was adjourned.

The next Audit Committee meeting will be May 18, 2011.

Respectfully submitted,



Brett C. Granville
Assistant Secretary
Dated: 4/5/11

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Governance Committee Meeting
March 28, 2011 4:30 p.m.

Present:

James G. Vazzana, Esq.
Susan Keith
Willie J. Lightfoot
Nick Juskiw - excused

Others Present:

Susan L. Walsh, Esq.	Administrative Director
Angela Veltre	Assistant Treasurer
Brett Granville	Assistant Secretary

Meeting was called to order by the Chairman @ 4:40.

Approval of Minutes from January 18, 2011

Moved by Member Keith and seconded by Member Vazzana that the minutes be approved without changes. The motion passed unanimously 3-0.

Annual Review of Mission Statement and Performance Goals & Measures

Chairman Vazzana presented the Mission Statement and Performance Goals and Measures of the MCAA. The six goals, and the measures for each were reviewed regarding the 2010 outcome for each as reported in memo format from Assistant Treasurer Veltre.

Annual Review of Confidential Board Evaluation

Chairman Vazzana explained the Authorities Budget Office policy guideline that required an annual evaluation. The summary result of the Board's evaluations were reviewed and discussed, as required.

Report on Ethics Hotline

Assistant Secretary Granville presented the report. There were no calls to the Ethics hotline in the months of January & February.

Other Business

No other business presented.

Meeting was adjourned.

The next Governance Committee meeting will be May 18, 2011.

Respectfully submitted,

Brett C. Granville

Brett C. Granville
Assistant Secretary

Dated: 4/5/11

Agenda
Monroe County Airport Authority
Annual Meeting
March 28, 2011
5:00 pm

- | | |
|---|--------------------------|
| 1. Roll Call | Vazzana |
|
 | |
| 2. Appointment of Officers
Proposed Slate: | Vazzana |
|
 | |
| Vice Chairperson: | Nicholas Juskiw |
| Treasurer: | Scott M. Adair, CPA |
| Assistant Treasurer: | Angela Veltre |
| Secretary: | William K. Taylor, Esq. |
| Assistant Secretary: | Brett C. Granville, Esq. |
| Administrative Director: | Susan L. Walsh, Esq. |
|
 | |
| 3. Other Business | Vazzana |
|
 | |
| 4. Adjournment | Vazzana |

Agenda
Monroe County Airport Authority
Regular Meeting
March 28, 2011
5:05 pm

- | | | |
|-----|---|-------------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from January 18, 2011 Meeting | Vazzana |
| 4. | Treasurers Report | Adair |
| 5. | Governance Committee Report | Vazzana |
| 6. | Audit Committee Report | Iacovangelo |
| 7. | Approve Submission of 2010 Annual Report and Accept
2010 Audited Financial Report by Bonadio & Co., LLP | Iacovangelo |
| 8. | Authorize a Contract with StoneBridge Business Partners
for Internal Audit Services for the Monroe County Airport
Authority at the Greater Rochester International Airport | Iacovangelo |
| 9. | Authorize the Monroe County Airport Authority to enter into
A Sub-Lease with Monroe Security & Safety Systems Local
Development Corporation at the Greater Rochester International
Airport | Walsh |
| 10. | Introduction of New ABO Guidance | Granville |
| 11. | Directors Report | Walsh |
| 12. | Traffic Report | Haas |
| 13. | Other Business | Vazzana |

The next meeting will be May 18, 2011

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING
March 28, 2011 5:00 p.m.

Present:

James G. Vazzana, Esq. Chairperson
Bernard J. Iacovangelo, Esq.
Don Johnson
Susan Keith
Willie J. Lightfoot
Stephen Tucciarello
Nicholas Juskiw - excused

Others Present:

Susan L. Walsh, Esq.	Administrative Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
David Haas	Senior Management Analyst
William K. Taylor	Secretary
Brett Granville	Assistant Secretary

Meeting was called to order by the Chairman @ 5:00.

Appointment of Officers

Vice Chairperson:	Nicholas Juskiw
Treasurer:	Scott Adair
Assistant Treasurer	Angela Veltre
Secretary:	William Taylor
Assistant Secretary:	Brett Granville
Administrative Director:	Susan L. Walsh

Moved by Member Iacovangelo and seconded by Member Johnson that the appointments be approved without changes. The motion passed unanimously 6-0.

Other Business

No other business presented.

Respectfully submitted,

Brett C. Granville

Brett C. Granville
Assistant Secretary

Dated: 4/5/11

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 28, 2011 5:05 p.m.

Present:

James G. Vazzana, Esq. Chairperson
Bernard J. Iacovangelo, Esq.
Don Johnson
Susan Keith
Willie J. Lightfoot
Stephen Tucciarello
Nicholas Juskiw - excused

Others Present:

Susan L. Walsh, Esq.	Administrative Director
Steve Bowman	Director of Public Safety
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
David Haas	Senior Management Analyst
William K. Taylor	Secretary
Brett Granville	Assistant Secretary

Meeting was called to order by the Chairman @ 5:00.

Approval of Minutes from January 18, 2011

Moved by Member Keith and seconded by Member Iacovangelo that the minutes be approved without changes. The motion passed unanimously 6-0.

Treasurer's Report

Treasurer Scott Adair presented the Credit Card statement with explanations and the Business and Travel Expense Report for the month of February. In February, the Director placed four charges totaling \$891 on the airport credit card, the bulk of them for a flight to Florida to meet with airline representatives. Questions relating to the Authority's issued credit cards were answered by Treasurer Adair. Motion to accept credit card charges was moved by Member Keith and seconded by Member Iacovangelo. The motion passed unanimously 6-0. Treasurer Adair then certified the Business and Travel Expense report submitted by Director Walsh. A motion to approve the report was moved by Member Iacovangelo and seconded by Member Johnson. The motion passed unanimously 6-0.

Governance Committee Report

Presented by the Chairman, James Vazzana, Esq.

Audit Committee Report

Presented by Chairman of the Audit Committee, Bernard Iacovangelo, Esq.

Approve Submission of 2010 Annual Report and Accept 2010 Audited Financial Report by Bonadio & Co., LLP

Chairman of the Audit Committee, Bernard Iacovangelo, presented the resolution and discussed the report. Moved by Member Tucciarelli and seconded by Member Lightfoot. The motion passed unanimously 6-0.

Authorize a Contract with Stonebridge Business Partners for Internal Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Chairman of the Audit Committee, Bernard Iacovangelo, presented the resolution and discussed the selection process. A request for proposals went out in February 2011 and a committee met and reviewed the proposals. The two most qualified responders were then interviewed and the committee unanimously agreed on Stonebridge Partners as the most qualified. It was agreed that the list of committee members and the rating sheet be provided to members of the Board. Moved by Member Johnson and seconded by Member Tucciarelli. The motion passed unanimously 6-0.

Authorize the Monroe County Airport Authority to enter into a Sub-Lease with Monroe Security & Safety Systems Local Development Corporation at the Greater Rochester International Airport.

Administrative Director Susan L. Walsh presented the resolution. It was noted that the Authority will receive the rent based on a third-party market analysis and that this building has been vacant since September 2002. Director of Public Safety, Steve Bowman explained how this location was selected. Monroe Security & Safety Systems Local Development will be responsible for the utilities and any related construction expenses. Moved by Member Iacovangelo and seconded by Member Keith. The motion passed unanimously 6-0.

Introduction of New ABO Guidance

Assistant Secretary Brett C. Granville presented and explained the two new guidelines for the Authority Budget Office – 11-01 (Compliance Review Process) and 11-02 (Enforcement Powers of the Authorities Budget Office).

Director's Report

Administrative Director Susan L. Walsh, Esq. provided a summary of her meeting at the Airport District Office in January and notified the Board of the federal grant award received thereafter. The Director explained the new amendment with Normal Communications for the advertising revenue at the airport. The Director met with senior management at AirTran Airlines to discuss their impending merger with Southwest Airlines and its potential impact.

United States Congressman and Chairman of the House Transportation and Infrastructure Committee John Mica and United States Congressman Tom Reed visited

the Airport during which the Director toured Chairman Mica through the in-line baggage system. The Director briefed the Board on advocacy efforts she and Assistant Director Moore engaged in with members of local delegates in Albany.

The Director reported that all members of the administration have completed the County's Ethics training with the remainder of County employees at the Airport due to be complete by April 22, 2011. Finally, the Director explained that JetBlue will feature Rochester area attractions and the Airport in a 90 second segment on all of their flights in April, which is anticipated to be viewed by 2 million passengers.

Traffic Report

Senior Management Analyst, David Haas presented the report and explained that the decrease in enplanements and departures for January and February could be explained, in part, by weather related events.

Other Business

Assistant Treasurer Angela Veltre distributed the new policies, and table of contents for inclusion in Authority member's notebooks.

Secretary William Taylor spoke on the Ethics and Policy review course that was completed by all senior management and also Board members. Handed out was a comprehensive guide to the course along with Certificates of Completion and an evaluation of the course and its content.

Meeting was adjourned.

The next Regular Meeting of the MCAA will be May 18, 2011.

Respectfully submitted,



Brett C. Granville
Assistant Secretary

Dated: 4/5/11

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2011

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2010 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Annual Report for the Monroe County Airport Authority as presented to this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Angela Veltre, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (Exhibit 2)

**MONROE COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 7 of 2011**

Page 2 of 2

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2010 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

Section 4. The Authority having reviewed the 2010 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 3)

ADOPTION: Dated: March 28, 2011

Vote: 6-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 28, 2011.

Dated: 3/30/11



Brett C. Granville, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2011

**AUTHORIZING A CONTRACT WITH STONEBRIDGE BUSINESS PARTNERS TO PROVIDE
INTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY,
as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with StoneBridge Business Partners to provide Internal Audit services for the Monroe County Airport Authority.

Section 2. StoneBridge Business Partners was determined by a Selection Committee to be the most qualified of the six respondents. The Internal Audit services to be provided are the Monroe County Airport Authority's financial operations, including but not limited to, review of financial policies, procedures and practices. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms, subject to performance review. This contract is to be awarded at an annual cost not to exceed \$75,000.

Section 3. Funding is available for this contract in the 2011 Monroe County Airport Authority budget as adopted by Resolution 16 of 2010 on September 15, 2010.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither StoneBridge Business Partners, nor any of its principal officers, owe any delinquent Monroe County property taxes.

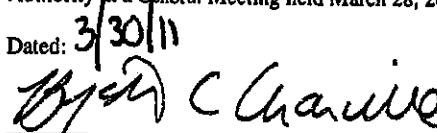
Section 5. This resolution shall take effect immediately.

ADOPTION: Date: March 28, 2011

Vote: 6-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 28, 2011.

Dated: 3/30/11



Brett C. Granville, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2011

**AUTHORIZING A SUB-LEASE WITH MONROE SECURITY & SAFETY SYSTEMS LOCAL
DEVELOPMENT CORPORATION FOR A PORTION OF 1135 BROOKS AVENUE AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY,
as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to execute a sub-lease, and any amendments thereto, on behalf of the Monroe County Airport Authority, with Monroe Security & Safety Systems Local Development Corporation, 50 West Main Street, Suite 6100, Rochester, New York 14614, for the sub-lease of approximately 6,400 square foot building and approximately 16,400 square feet of land located at 1135 Brooks Avenue, at the Greater Rochester International Airport, in the amount of \$3.00 per square foot for the building and \$0.37 per square feet for the land, for a period of twenty (20) years, commencing upon the date of execution of the agreement, with the option to extend the term for two (2) additional five-year terms by mutual consent of parties. The annual rate will be subject to review and possible escalation at three-year intervals during the term of the sub-lease and any extension(s). The escalations will be based upon independent appraisals to determine fair market rent.

Section 2. Monroe Security & Safety Systems Local Development Corporation in a not-for-profit agency and the records in the Office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: March 28, 2011

Vote: 6-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 28, 2011.

Dated: 3/30/11



Brett C. Granville, Assistant Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
May 3, 2011**

11:00 a.m.

- | | | |
|----|---|-------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from March 28, 2011 | Iacovangelo |
| 3. | Internal Audit Report | Adair |
| 3. | Financial Report as of March 31, 2011 | Veltre |
| 4. | Directors Litigation Update | Walsh |
| 5. | Adjournment | Iacovangelo |

Next meeting is July 13, 2011

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
Audit Committee Meeting
May 3, 2011 11:00 a.m.

Present:

Don Johnson, Acting Chairperson
Stephen Tucciarello
Bernard J. Iacovangelo, Esq. - excused
Nick Juskiw - excused

Others Present:

Susan L. Walsh, Esq.	Administrative Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
Brett Granville	Assistant Secretary

Meeting was called to order by the Acting Chairman @ 11:00.

Approval of Minutes from March 28, 2011

As a quorum was not present, the minutes will be approved at the next Audit Committee meeting on July 20, 2011.

Internal Audit Update

Treasurer Scott Adair stated that the Risk Assessment was still being updated. When completed, it would be distributed to the Audit Committee for discussion and review and then to the Internal Auditors.

Financial Report

Assistant Treasurer Angela Veltre spoke on the financial report. Under assets, there were no variances from the financials for the same period from last year. Under liabilities, the transfer of money to the County per the Operation and Maintenance Agreement was noted; the money was transferred to the County in April. Under revenues, it was noted an increase over last year of 6.4%. This is mainly due to an increase in the non-signatory fees and rentals. There were also increases in revenue noted in the parking, car rental, and food and liquor concessions when compared to the same period last year. Under expenses, it was noted that the expenses are within 1 % of last year (March 2010).

Director's Litigation Report

Administrative Director, Susan L. Walsh noted one new claim. A food vendor served the Administrative Director with a notice of claim yesterday.

Ethics Hotline Update

Assistant Secretary Brett Granville reported that there were no calls to the hotline for March 2011. It was also noted that the hotline had reported a system upgrade which

allowed for individuals submitting a claim or report to the hotline to attach supporting documentation to be saved and attached to any incident reports.

Other Business

No other business presented.

Meeting was adjourned.

The next Audit Committee meeting will be **July 20, 2011**.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Brett C. Granville". The signature is written in a cursive, flowing style.

Brett C. Granville
Assistant Secretary

Dated: 5-13-11

**Agenda
Monroe County Airport Authority
Regular Meeting
May 3, 2011**

12:00 pm

- | | | |
|-----|--|-------------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from March 28, 2011 Meeting | Vazzana |
| 4. | Treasurers Report | Adair |
| 5. | Audit Committee Report | Iacovangelo |
| 6. | Authorize Amendment to the Lease and Operating Agreement with Monroe County to Add Parcel Located at 545 Ballantyne Road | Walsh |
| 7. | Approve and Adopt Change in Employee Parking Rates | Walsh |
| 8. | Directors Report | Walsh |
| 9. | Traffic Report | Haas |
| 10. | Other Business | Vazzana |

The next meeting will be July 13, 2011

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
May 3, 2011 12:00 p.m.

Present:

James G. Vazzana, Esq. Chairperson
Don Johnson
Susan Keith
Willie J. Lightfoot
Stephen Tucciarello
Bernard J. Iacovangelo, Esq. - excused
Nicholas Juskiw - excused

Others Present:

Susan L. Walsh, Esq.	Administrative Director
Andrew Moore	Assistant Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
David Haas	Senior Management Analyst
Brett Granville	Assistant Secretary

Meeting was called to order by the Chairman @ 12:00.

Approval of Minutes from March 28, 2011

Moved by Member Keith and seconded by Member Lightfoot that the minutes be approved without changes. The motion passed unanimously 5-0.

Treasurer's Report

Treasurer Scott Adair presented the Business and Travel Expense Report and the Credit Card statement with explanations. The Business and Travel Expense Report(s) covered the time frame from March 1 – April 19, 2011. All expenses were submitted in a timely fashion and approved by the Treasurer. It was noted that the Treasurer has not submitted any Expense Reports; but if appropriate, the Treasurer would submit expenses to the Administrative Director for review and approval before review by the Board. The total usage for the Credit Card for this period is \$1,342.25. Motion to accept credit card charges was moved by Member Keith and seconded by Member Johnson. The motion passed unanimously 5-0. Treasurer Adair then certified the Business and Travel Expense report submitted by Director Walsh. A motion to approve the report was moved by Member Johnson and seconded by Member Keith. The motion passed unanimously 5-0.

Audit Committee Report

Presented by Don Johnson.

Authorize Amendment to the Lease and Operating Agreement with Monroe County to Add Parcel Located at 545 Ballantyne Road

Administrative Director Susan L. Walsh presented the amendment. It was noted that the Authority will fund the purchase of approximately twenty-six acres to offset any past and future wetland mitigation. The purchase price was arrived at through an appraisal process. It was noted that the cost to purchase this property and convert it into wetlands was significantly lower than purchasing already developed or existing wetlands. Moved by Member Johnson and seconded by Member Keith. The motion passed unanimously 5-0.

Approve and Adopt Change in Employee Parking Rate at the Greater Rochester International Airport

Administrative Director Susan L. Walsh presented the resolution. It was noted that the Authority has not raised the employee parking rate since approximately 2006. It was noted the employee lot is not presently self-sustaining and that this increase would allow for the parking lot to become self-sustaining. It was also noted that the new parking rate for the employee lot is equivalent to Buffalo's employee parking charges and less expensive than Syracuse's. Moved by Member Keith and seconded by Member Johnson. The motion passed unanimously 5-0.

Pursuant to Article 7 of the Public Officers Law an executive session of the meeting was held

Moved by Member Johnson and seconded by Member Keith. The motion passed unanimously 5-0.

Director's Report

Administrative Director Susan L. Walsh, Esq. previewed the video that will be shown on all JetBlue domestic flights during the month of May 2011, and is expected to be seen by 2 million travellers. This video showcases Rochester and the surrounding area. The video also highlights the Greater Rochester International Airport. A special commendation was given by Chairman Vazzana to the Director and her staff for the hard work and results of the video.

Administrative Director Susan L. Walsh, Esq. also presented the new monthly newsletter developed by Assistant Director Andrew Moore which will be used to enhance communication with stakeholders at the Airport. It will feature upcoming events and provide status updates on various projects.

Traffic Report

Senior Management Analyst, David Haas presented the report. There was noted a slight decrease in enplanements over the same period as last year. It was also noted that Syracuse and Albany reported decreases greater than Rochester, and Buffalo's decrease was less than Rochester. It was explained that the decline in scheduled airline departures

is primarily attributable to the loss of a JetBlue Orlando nonstop last fall, coupled with the loss of two USAirways commuter flights between Buffalo, Rochester, and Hartford six days a week.

Other Business

An update was provided by the Administrative Director as to the progress and work on the Southwest Airlines/AirTran merger and how it might impact the Greater Rochester International Airport.

Meeting was adjourned.

The next Regular Meeting of the MCAA will be **July 20, 2011**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brett C. Granville". The signature is written in a cursive, flowing style.

Brett C. Granville
Assistant Secretary
Dated:

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 10 of 2011

**AUTHORIZING AMENDMENT TO THE LEASE AND OPERATING AGREEMENT
WITH MONROE COUNTY TO ADD ONE PARCEL LOCATED AT 545
BALLANTYNE ROAD, IN THE TOWN OF CHILI, NY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The County Executive, or her designee is hereby authorized to execute an amendment to the Lease and Operating Agreement with the County of Monroe, dated September 15, 1989, to add the parcel located at 545 Ballantyne Road, Town of Chili, New York, consisting of approximately 26.06 acres.

Section 2. The County Executive, or her designee is hereby authorized to acquire said property from Emerging Wetlands, LLC, 1091 Jamison Road, Elma, New York 14059, in the amount of \$52,000, and to execute any and all documents for the acquisition of the property at 545 Ballantyne Road, Town of Chili, by contract, along with any amendments for direct and consequential costs, within the total capital fund appropriation.

Section 3. County Capital Fund 1362 will be the source of appropriations for this purchase. The purchase price including any consequential costs will be funded by the local share which is available in the 2011 Renewal and Replacement Fund's budget approved by Resolution 17 of 2010.

Section 4. The records in the Office of the Monroe County Treasurer have indicated that Emerging Wetlands, LLC, and its sole officer, Donald W. Owens, do not currently owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: May 3, 2011

Vote: 5-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held May 3, 2011.

Dated: 5/13/11



Brett C. Granville, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 11 OF 2011

**APPROVE AND ADOPT CHANGE IN EMPLOYEE PARKING RATE AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby approves and adopts the change
in Employee parking rate as follows:

- A. The rate change will take effect on June 1, 2011, and will increase the monthly
employee parking rate from \$13.00 to \$20.00;

Section 2. This resolution shall take effect immediately

ADOPTION: Dated: May 3, 2011

Vote: 5-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held May 3, 2011.

Dated: 5/13/11


Brett C. Granville, Assistant Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
July 20, 2011**

11:00 a.m.

- | | | |
|----|---|-------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from March 28, 2011 | Iacovangelo |
| 3. | Approval of Minutes from May 3, 2011 | Iacovangelo |
| 4. | Internal Audit Update | Adair |
| 5. | Financial Report as of June 30, 2011 | Veltre |
| 6. | Directors Litigation Update | Walsh |
| 7. | Ethics Hotline Update | Granville |
| 8. | Adjournment | Iacovangelo |

Next meeting is September 21, 2011

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

July 20, 2011 11:00 a.m.

Present:

Bernard J. Iacovangelo, Esq. Chairperson
Don Johnson
Stephen Tucciarello – excused
Nick Juskiw – excused

Others Present:

Susan L. Walsh, Esq. Administrative Director
Scott Adair Treasurer
Angela Veltre Assistant Treasurer
Neha S. Stowe

Meeting was called to order by the Chairman @11:00 a.m.

Approval of the Minutes from March 28, 2011

As a quorum was not present, the minutes will be approved at the next Audit Committee Meeting on September 21, 2011.

Approval of the Minutes from May 3, 2011

As a quorum was not present, the minutes will be approved at the next Audit Committee Meeting on September 21, 2011.

Internal Audit Update

Treasurer Scott Adair provided an update to the contract which has been executed with Stonebridge to provide internal audit services to the Authority. It was noted that currently an internal risk assessment is being worked on that will need to be presented to this Committee at the next meeting prior to the execution of any audit actions. Member Johnson asked to be recused from all matters regarding Stonebridge as they are a service provider to him.

The bid for this contract was awarded on May 3, 2011 with Stonebridge being selected as most qualified.

Chairman Iacovangelo requested a memo with the status on all the prior auditor's items for review. Treasurer Adair stated he would provide such for the committee to review.

Financial Report as of June 30, 2011

Assistant Treasurer Veltre spoke on the financial report. The June 30, 2011 balance sheet was reviewed noting that as of July 1, 2011 a \$1.5 million dollar transfer was wired to the trustee for debt and that 6 million is required to be held. A liability exists for the amount due to the County for June O&M and debt service in the amount of \$3.6 million. It was noted due to County debt service that this sum was greater than the usual monthly reimbursement being paid. Cash and bank accounts were reviewed and Chairman Iacovangelo asked whether individual accounts were held or a trust.

Under revenue/expenses it was noted that in comparison to 2010, there was a 5% increase in revenue due largely to Continental Airlines being a non-signatory.

Chairman Iacovangelo inquired as to whether there was a plan in place to use the space left by Continental which was answered by Assistant Treasurer Veltre that 2012 rates are being determined with the anticipated changes.

Chairman Iacovangelo further asked if there was a way to compare the budget with actual costs as a manner in monitoring how we are doing and where we are in comparison to what we budgeted. Assistant Treasurer Veltre stated this could be done. Chairman Iacovangelo further asked if anything has been done to reduce the interest on debt. Treasurer Adair stated there are currently no opportunities to refinance due in part to the risk associated with the industry but that they do continue to monitor such.

Director's Litigation Update

Administrative Director, Susan L. Walsh noted one new claim for a slip and fall which has been referred to counsel to handle. Chairman Iacovangelo inquired as to what the insurance limit was on claims such as this. Assistant Treasurer Veltre stated there was a self-insurance by the County of \$2 million with a stop loss policy for everything over.

Ethics Hotline Update

Neha Stowe reported there were no calls to the hotline for April, May or June 2011.

Other Business

No other business presented.

Meeting was adjourned.

The next Audit Committee Meeting will be September 21, 2011

Respectfully Submitted,



Scott Adair
Treasurer
Dated:

Agenda
Monroe County Airport Authority
Regular Meeting
July 20, 2011

12:00 pm

- | | | |
|-----|---|-------------|
| 1. | Pledge of Allegiance | Vazzana |
| 2. | Roll Call | Vazzana |
| 3. | Approval of Minutes from May 3, 2011 Meeting | Vazzana |
| 4. | Treasurers Report | Adair |
| 5. | Audit Committee Report | Iacovangelo |
| 6. | Appointment of Dave Van Varick as Secretary | Vazzana |
| 7. | Authorize a contract with _____ to
Provide consultant services relating to the negotiation
of a car rental concession contract for the Monroe
County Airport Authority | Walsh |
| 8. | Authorize a contract with _____ to provide
arbitrage rebate compliance services for the Monroe
County Airport Authority | Veltre |
| 9. | Directors Report | Walsh |
| 10. | Traffic Report | Haas |
| 11. | Other Business | Vazzana |

The next meeting will be September 21, 2011

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
July 20, 2011 12:00 p.m.

Present:

James G. Vazzana, Esq.	Chairperson
Don Johnson	
Susan Keith	
Willie J. Lightfoot	
Stephen Tucciarello – excused	
Bernard J. Iacovangelo, Esq.	
Nick Juskiw – excused	

Others Present

Susan L. Walsh, Esq.	Administrative Director
Andrew Moore	Assistant Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
David Van Varick	Secretary
David Haas	Senior Management Analyst
Neha S. Stowe	

Approval of the Minutes from May 3, 2011

Moved by Member Keith and seconded by Member Lightfoot that the minutes be approved without changes. The motion was passed 5-0.

Treasurer's Report

Treasurer Adair presented the Business and Travel Expense Report and the Credit Card statement with explanations for the period of April 2011 thru June 2011. The Credit Card statement had one transaction for each month; April 5th gasoline charge for an Ethics conference attended by the Director; May 26th airfare charge for a consultant meeting held in Rochester; and June 7th charge for a meeting meal with the Finger Lakes Visitor Connection. All expenses were submitted in a timely fashion and approved by the Treasurer. Motion to accept credit card charges was moved by Member Johnson and seconded by Member Iacovangelo. The motion passed 5-0. Treasurer Adair certified the Business and Travel Expense report submitted by Director Walsh which contained seven items. Chairman Vazzana noted his expenses to Buffalo which was part of the report only included mileage, tolls and parking. The total Business and Travel expenses were approximately \$1750 for the reporting period. A motion to approve the report was moved by Member Johnson and seconded by Member Iacovangelo. The motion passed 5-0.

Audit Committee Report

Presented by Member Iacovangelo

Appointment of David VanVarick as Secretary

Moved by Member Keith and seconded by Member Iacovangelo without discussion. The motion passed 5-0.

Authorize a contract with Leibowitz & Horton Airport Management Consultants, Inc. to provide consultant services relating to the negotiation of a car rental concession contract for the Monroe County Airport Authority

Director Walsh presented this contract to allow for Leibowitz & Horton to assist in drafting the Request for Proposals and subsequent negotiations and drafting of a contract for car rental concessions. The RFP received 6 responses and Leibowitz was selected based upon their qualifications. Chairman Vazzana asked if there was a substantial increase in the cost of the proposed contract and the prior contract with Leibowitz. Member Lightfoot Inquired as to how the selection committee is designated and wondered if it would be possible to obtain a list of the selection committee members in the future. The contract was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 5-0.

Authorize a contract with BLX Group LLC to provide arbitrage rebate compliance services for the Monroe County Airport Authority

Assistant Treasurer Veltre stated an RFP was issued in May 2011 and eight responses were received. The selection committee selected BLX based upon their response and reference reviews. Chairman Vazzana asked what arbitrage was and Treasurer Adair explained the term. The contract was moved by Member Keith and seconded by Member Johnson. The motion passed 5-0.

Director's Report

Director Walsh reported on the great success of the Airshow including record crowds. Proceeds from the event benefited Honor Flight Rochester and Wounded Warrior Aviation. A representative from Airtran did attend; invitations were extended to all the major airline carriers in the Airport. The Airshow showcased a great collaboration with other members of the community to come together for one event. There were some heat related issues reported and the Airport handled it well by activating the Airport Emergency Operations Center (AEOC). There will be a ribbon cutting service at the AEOC center on July 26th at 10:00 a.m.

The Airport's 5K run/walk event was also a success with over 600 people involved and about \$25,000 raised which benefited Lifetime Assistance of Rochester.

In the next eighteen months three major revenue contracts will be up for renewal including car rentals, parking and the airline use and lease agreement. Consultants will be hired to help with the negotiations and drafting.

A mandatory webinar will need to be conducted for all members of the Authority. The webinar is three hours and dates and times are forthcoming.

Chairman Vazzana made a comment of how well the Airshow promoted economic growth and interaction with the community, noting one of the largest employers in the area had representatives present and attending.

Traffic Report

Senior Management Analyst David Haas presented the report. There was noted approximately a 3% decrease in enplanements from 2010 versus 2011 through June 30th. This is largely due to Jet Blue decreasing its number of flights from six to four, Continental using smaller planes and USAirways not offering certain trips. Airtran however did show an increase of about 4% in enplanements. Although the numbers are not in, July and August are typically the busiest times for the airport. It was noted the Thruway airports were all down in enplanements through May. Syracuse had a 6% increase in May which was due to a sporting event in the area. Furthermore, large equipment is used more frequently during the summer leading to higher landing weights being recorded for June, July and August.

Other Business

Member Lightfoot asked as to whether there was a formal attendance policy for the members as to what is considered an excused as opposed to an unexcused absence. Director Walsh deferred to the Law Department to reply to this question. Secretary VanVarick is to respond to the Board.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'David VanVarick', written in dark ink.

David VanVarick
Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 12 OF 2011

APPOINTMENT OF DAVID VANVARICK AS SECRETARY

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. That David VanVarick shall be appointed Secretary of the Monroe County Airport Authority effective July 20, 2011 pursuant to the Bylaws of the Monroe County Airport Authority adopted August 23, 1989 and as amended January 22, 2004, October 19, 2005, May 17, 2006, and March 24, 2010.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: July 20, 2011

Vote: 5-0

**I, Angela Veltre, Assistant Treasurer,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held on July 20, 2011.**

Dated:


Angela Veltre, Assistant Treasurer

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 13 of 2011

**AUTHORIZING A CONTRACT WITH LEIBOWITZ & HORTON AIRPORT
MANAGEMENT CONSULTANTS INC. TO PROVIDE CONSULTANT SERVICES
RELATING TO THE NEGOTIATION OF A CAR RENTAL CONCESSION CONTRACT
FOR THE MONROE COUNTY AIRPORT AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with Leibowitz & Horton Airport Management Consultants Inc. to provide consultant services relating to the negotiation of a car rental concession contract for the Monroe County Airport Authority.

Section 2. Leibowitz & Horton Airport Management Consultants Inc. was determined by a Selection Committee to be the most qualified of the six respondents. The consultant services to be provided include but are not limited to the bidding and award of car rental concession contracts for the Monroe County Airport Authority. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$53,880.

Section 3. Authorize an amendment to the 2011 Monroe County Airport Authority Budget to increase professional services by \$53,880. for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Leibowitz & Horton Airport Management Consultants Inc, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2011

Vote: 5-0

**I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held on July 20, 2011.**

Dated: 7/27/11



David VanVarick, Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 14 of 2011

**AUTHORIZING A CONTRACT WITH BLX GROUP LLC TO PROVIDE ARBITRAGE
REBATE COMPLIANCE SERVICES FOR THE MONROE COUNTY AIRPORT
AUTHORITY**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with BLX Group LLC to provide arbitrage rebate compliance services for the Monroe County Airport Authority.

Section 2. BLX Group LLC was determined by a Selection Committee to be the most qualified of the 8 respondents. The consultant services to be provided include but are not limited to provide arbitrage rebate compliance services. This contract will be for a period of one (1) year. This contract is to be awarded at an annual cost not to exceed \$9,750.

Section 3. Authorize an amendment to the 2011 Monroe County Airport Authority Budget to increase professional services by \$9,750. for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither BLX Group LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2011

Vote: 5-0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held on July 20, 2011.

Dated: 7/27/11


David VanVarick, Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
September 28, 2011
11:00 a.m.**

- | | | |
|------------|---|--------------------|
| 1. | Roll Call | Iacovangelo |
| 2. | Approval of Minutes from March 28, 2011 | Iacovangelo |
| 3. | Approval of Minutes from May 3, 2011 | Iacovangelo |
| 4. | Approval of Minutes from July 20, 2011 | Iacovangelo |
| 5. | Internal Audit Report | Adair |
| 6. | 2012 MCAA Budget | Veltre |
| 7. | 2012 MCAA Renewal and Replacement Budget | Veltre |
| 8. | Budget to Actual Report at August 31, 2011 | Veltre |
| 9. | Review of Financials at August 31, 2011 | Veltre |
| 10. | Directors Litigation Update | Walsh |
| 11. | Ethics Hotline Update | Stowe |
| 12. | Adjournment | Iacovangelo |

Next meeting is November 16, 2011

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

Audit Committee Meeting

September 28, 2011

Present:

Bernard J. Iacovangelo, Esq. Chairperson

Don Johnson

Stephen Tucciarello

Nick Juskiw – excused

Others Present:

Susan L. Walsh, Esq. Administrative Director

Scott Adair Treasurer

Angela Veltre Assistant Treasurer

Neha S. Stowe

Meeting was called to order by the Chairman @11:00 a.m.

Approval of the Minutes from March 28, 2011

A motion was made to approve by Chairman Iacovangelo and seconded by Member Johnson. The motion passed 3-0.

Approval of the Minutes from May 3, 2011

A motion was made to approve by Member Johnson and seconded by Member Tucciarello. The motion passed 3-0.

Approval of the Minutes from July 20, 2011

A motion was made to approve by Chairman Iacovangelo and seconded by Member Johnson. The motion passed 3-0.

Internal Audit Update

Treasurer Adair provided an update as to the scheduling of a meeting with the Internal Auditors during the week of October 12, 2011. Treasurer Adair and Assistant Treasurer Veltre have been reviewing and updating the risk assessment to ensure it is complete and accurate. The plan for audits for 2012 will be similar to 2011 plus some additional audits previously discussed by this Committee. The meeting with the internal auditors will be open to Committee members. Treasurer Adair confirmed the contract with the Internal Auditors has been executed.

2012 MCAA Budget

Assistant Treasurer Veltre spoke on the upcoming 2012 budget. In particular it was noted that there is a decrease in expense of about \$285,000 from last year, which is due in part to a reduction in debt service. There were some increases in the professional services lines due to a projected expense for legal and financial consultant services needed for negotiation of the new Air Lease and Rental Agreements with the airlines.

Chairman Iacovangelo asked questions concerning the debt. Assistant Treasurer Veltre noted that the debt was the result of capital projects related to the airport which were included in the County's six year capital improvement plan. Treasurer Adair noted that the debt associated with a prior

capital project was extinguished in 2011 resulting in a reduced debt amount for the 2012 budget. Chairman Iacovangelo asked if the budget line for amortization costs was a non-cash item. Assistant Treasurer Veltre stated that they are a non-cash item. It was noted the County budget portion is an estimate at this point because the County budget has not been approved to date.

2012 MCAA Renewal and Replacement Budget

Assistant Treasurer Veltre presented the 2012 MCAA Renewal and Replacement Budget. The revenue portion of the Renewal and Replacement Budget is completely funded by the signatory airline agreements.

Chairman Iacovangelo asked as to whether the 2012 renewal and replacement budget was in line with the County books. Assistant Treasurer Veltre stated they are in line with the appropriate capital projects.

Budget to Actual Report at August 31, 2011

Assistant Treasurer Veltre presented the August 31, 2011 budget to actual report. This report has been provided at the request of Chairman Iacovangelo. The report shows that the 2011 budget was appropriate as actual expenses are within those budget projections. The report shows a potential surplus of approximately \$1 million as of the report date. Member Johnson asked whether this report will be regularly presented to the Audit Committee and Treasurer Adair confirmed it would.

Review of Financials at August 31, 2011

Assistant Treasurer Veltre presented the August 31, 2011 financial statements. As part of this discussion several items were reviewed and discussed by the Audit Committee. Of note, the Authority is seeing approximately \$1 million in revenue from Continental Airlines based on their non-signatory status. Chairman Iacovangelo cautioned the Committee of this revenue not reoccurring due to Airline mergers. Discussion of the construction project regarding installation of solar panels on the terminal prompted a question from Chairman Iacovangelo as to whether we can get an effectiveness report. Director Walsh stated she would look into the matter.

Director's Litigation Update

Administrative Director, Susan L. Walsh noted no new litigation since the last meeting.

Ethics Hotline Update

Neha Stowe reported there were no calls to the hotline for July or August 2011.

Other Business

No other business presented.

Meeting was adjourned @ 11:45 a.m.

The next Audit Committee Meeting will be November 16, 2011.

Respectfully Submitted,



Scott Adair

Treasurer

Dated:

**Agenda
Monroe County Airport Authority
Regular Meeting
September 28, 2011
12:00 p.m.**

- | | |
|---|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from July 20, 2011 Meeting | Vazzana |
| 4. Audit Committee Report | Iacovangelo |
| 5. Approval and Adoption of the 2012 MCAA Operating Budget | Iacovangelo |
| 6. Approval and Adoption of the 2012 MCAA Renewal and Replacement Budget | Iacovangelo |
| 7. Authorize Contracts for Car Rental Concessions at the Greater Rochester International Airport | Walsh |
| 8. Authorize Expenditure in Amount Not to Exceed \$1,000 as Bronze Sponsorship of the Fall New York Aviation Managers Association (NYAMA) Conference | Walsh |
| 9 Traffic Report | Haas |
| 10. Directors Report | Walsh |
| 11. Other Business | Vazzana |

The next meeting will be November 16, 2011

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 28, 2011

Present:

James G. Vazzana, Esq.	Chairperson
Don Johnson	
Susan Keith	
Willie J. Lightfoot - excused	
Stephen Tucciarello	
Bernard J. Iacovangelo, Esq.	
Nick Juskiw - excused	

Others Present

Susan L. Walsh, Esq.	Administrative Director
Andrew Moore	Assistant Director
Scott Adair	Treasurer
Angela Veltre	Assistant Treasurer
David Van Varick	Secretary
David Haas	Senior Management Analyst
Neha S. Stowe	

Meeting was called to order by the Chairman @12:00 p.m.

Approval of the Minutes from July 20, 2011

Moved by Member Johnson and seconded by Member Keith that the minutes be approved without changes. The motion was passed 5-0.

Treasurer's Report

Treasurer Adair presented the Business and Travel Expense Report and the Credit Card statement with explanations for the period of July 2011 thru September 2011. The Credit Card statement had eleven (11) transactions total; July 12 for Airshow tent expenses, July 29 for New York Aviation Management services and conference expenses (including hotel expenses), August 10 for hotel expenses for a rental car meeting and August 11 for travel expenses for an airline meeting. All expenses were submitted in a timely fashion and approved by the Treasurer. All transactions were on the Director's card and no activity was reported for the County Executive's credit card. Motion to accept credit card charges was moved by Member Keith and seconded by Member Johnson. The motion passed 5-0. Treasurer Adair certified the Business and Travel Expense report submitted by Director Walsh which contained thirteen items. The total Business and Travel expenses were approximately \$3,800 for the reporting period. A motion to approve the report was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 5-0.

Audit Committee Report

Presented by Member Iacovangelo.

Approval and Adoption of the 2012 MCAA Operating Budget

Presented by Member Iacovangelo. Specifically, Member Iacovangelo noted the increase in professional services contract for 2012, due in large part to a contract for services relating to legal and financial consulting for the upcoming Air Lease and Rental Agreements. Member Iacovangelo further noted the increase in County Operation and Maintenance is at 1.7%, less than the inflation rate and this included an increase of retirement benefits. Member Iacovangelo stated overall there is a decrease in the budget as compared to 2011 and recommended approval. A motion to approve the Operating Budget was moved by Member Keith and seconded by Member Johnson. The motion passed 5-0.

Approval and Adoption of the 2012 MCAA Renewal and Replacement Budgets

Member Iacovangelo presented the Budgets of approximately three (3) million dollars. These funds are used for improvements to the terminal and airfield and use of these funds allows the necessary maintenance and improvement work to be done without borrowing funds. Member Iacovangelo noted these funds are the result of signatory agreement revenues. Member Iacovangelo recommended approval of the Budgets. A motion to approve was made by Member Johnson and seconded by Member Keith. The motion passed 5-0.

Authorize Contracts for Car Rental Concessions at the Greater Rochester International Airport

Director Walsh reported the current five-year agreements will expire at the end of September 2011. A Request for Proposals was done and seven responses were submitted. Of the seven, six were selected. Director Walsh noted the concession fee will be the greater of either a minimum annual guarantee or a 10% the concessionaire's annual gross revenue. The term of the contracts are two-years commencing October 1, 2011 and expiring September 30, 2013 with the options to renew for two (2) successive one (1) year terms at the sole discretion of the Authority. Chairman Vazzana asked what the seventh bid was and Director Walsh replied it was from Alamo and was rejected as it was the lowest of the seven. Chairman Vazzana also noted an increase in the rent to \$75.00 per square foot. A motion to approve the contracts for car rental concession was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 5-0.

Authorize Contract with Lovell Consulting, LLC to provide Consultant Services Relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport

Director Walsh presented the resolution seeking approval to award a contract for air service development with Lovell Consulting, LLC. Director Walsh noted a Request for Proposals was conducted and six responses were obtained. Lovell Consulting, LLC was selected as the most qualified. The contract term is one year for an amount not to exceed \$25,000 with the option to extend the contract for two additional one-year terms. Chairman Vazzana asked if the Airport has previously worked with Lovell Consulting, LLC; Director Walsh stated a recent contract of under \$5,000 was done and despite the company's location in Dallas, communication was open and helpful. A motion to approve was made by Iacovangelo and seconded by Member Keith. The motion passed 5-0.

Authorize Expenditure in an Amount Not to Exceed \$1,000 for a Bronze Sponsorship of the Fall New York Aviation managers Association (NYAMA) Conference

Director Walsh requested the yearly contribution be approved. Member Johnson questioned if this contribution was above and beyond the standard membership fee, which Director Walsh stated it was. Chairman Vazzana asked if this was the same amount contributed in prior years. Director Walsh stated it was and further noted last year Rochester hosted the conference. A motion to approve was made by Member Johnson and seconded by Member Keith. The motion passed 5-0.

Director's Report

Director Walsh reported on her recent trip to Dallas to meet with the Executives of Southwest Airlines. Director Walsh also discussed a mid-year review conducted with Property Managers from the signatory Airlines in August to update them as to current expenses and revenues, as well as ongoing projects and cost control initiatives. Director Walsh noted there has been no rate change and she is hopeful to enhance communications with the air partners. Director Walsh further noted major construction was completed on the intersection of the two major runways during the week of September 12th without affecting air travel.

Traffic Report

Senior Management Analyst David Haas presented the report. There was approximately a 4% decrease in enplanements when comparing year-to-date traffic for 2010 and 2011, as of August 31st. This is largely due 57 cancellations occurring in the last weekend of the month as a result of Hurricane Irene. It was noted the Thruway airports were all down in enplanements through August, again due in large part to recent weather events.

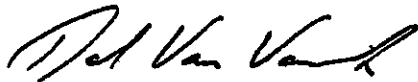
Other Business

Chairman Vazzana noted he recently received a call concerning the cancellation of the 6 am Jet Blue flight from Rochester to JFK. Chairman Vazzana stated there has been a request to help reinstate this flight as several regular commuters rely on its service. Director Walsh stated she has spoken with Jet Blue executives concerning this report. Member Iacovangelo and Chairman Vazzana further praised Director Walsh and her team for their efforts to continue to provide the best service to the Rochester area despite the current economic times and other challenges presented.

Chairman Vazzana further asked Secretary VanVarick to comment on the question raised by Member Lightfoot concerning absences of Board members. Secretary VanVarick responded that absences are deemed excused when the member has called or otherwise communicated in advance of the meeting that they have a conflict; members who fail to appear to the scheduled meetings without prior notice are deemed absent.

Meeting was adjourned @ 12:40 p.m.
The next Regular Meeting will be November 16, 2011.

Respectfully Submitted,



David VanVarick
Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 15 OF 2011

**APPROVAL AND ADOPTION OF THE 2012 MONROE COUNTY AIRPORT
AUTHORITY OPERATING BUDGET**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

**Section 1. The 2012 Budget, in the form presented to the Authority and attached
hereto is adopted.**

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 28, 2011

Vote: 5 - 0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 28, 2011.

Dated: 9/29/11



David VanVarick, Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 16 OF 2011

**APPROVAL AND ADOPTION OF THE 2012 MONROE COUNTY AIRPORT
AUTHORITY RENEWAL AND REPLACEMENT BUDGET**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby approves and adopts the 2012 Renewal and Replacement Budget as presented at this meeting and appended hereto and made a part hereof.

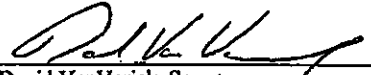
Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: September 28, 2011

Vote: 5 - 0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 28, 2011.

Dated: 9/29/11



David VanVarick, Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 17 of 2011

**AUTHORIZE CONTRACTS FOR CAR RENTAL CONCESSIONS AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

**BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:**

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, for the operation of a car rental concession and for lease of office, counter, and ready return area space at the Greater Rochester International Airport. The concession contracts are hereby awarded to: The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; Westover Car Rental, LLC d/b/a Thrifty Car Rental; and SNORAC, LLC d/b/a Enterprise Rent-A-Car. The contracts provide the following:

A. A concession fee which is the greater of either:

(1) A minimum annual guarantee with the individual concessions as follows:

	Year 1	Year 2	Total
The Hertz Corporation	\$748,400.00	\$778,400.00	\$1,526,800.00
Avis Rent A Car System, LLC	\$584,000.00	\$604,000.00	\$1,188,000.00
SNORAC, LLC d/b/a National Car Rental	\$440,012.00	\$435,012.00	\$875,024.00
Budget Rent A Car System, Inc.	\$417,000.00	\$431,004.00	\$848,004.00
Westover Car Rental, LLC d/b/a Thrifty Car Rental	\$360,582.74	\$361,582.74	\$722,165.48
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$350,012.00	\$345,012.00	\$695,024.00

(2) Percentage of rent of 10% of concessionaire's annual gross revenue.

B. Rent of \$75.00 per square foot per year for terminal space and an allocation per block in the ready return area for each year of the agreement as follows:

RESOLUTION NO. 17 of 2011**Page 2 of 2**

	Terminal Rent	Ready Return Rent	Total
The Hertz Corporation	\$38,850.00	\$114,000.00	\$152,850.00
Avis Rent A Car System, LLC	\$40,425.00	\$95,000.00	\$135,425.00
SNORAC, LLC d/b/a National Car Rental	\$40,275.00	\$80,000.00	\$120,275.00
Budget Rent A Car System, Inc.	\$31,650.00	\$52,000.00	\$83,650.00
Westover Car Rental, LLC d/b/a Thrifty Car Rental	\$38,925.00	\$38,000.00	\$76,925.00
SNORAC, LLC d/b/a Enterprise Rent-A-Car	\$33,075.00	\$22,000.00	\$55,075.00

- C. A two (2) year term commencing October 1, 2011 and expiring September 30, 2013 with options to renew for two (2) successive one (1) year terms at the sole discretion of the Authority.

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither The Hertz Corporation; Avis Rent A Car System, LLC; SNORAC, LLC d/b/a National Car Rental; Budget Rent A Car System, Inc.; Westover Car Rental, LLC d/b/a Thrifty Car Rental; and SNORAC, LLC d/b/a Enterprise Rent-A-Car, nor any of their principal officers, owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: September 28, 2011

Vote: 5 - 0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 28, 2011.

Dated:

9/29/11


David VanVarick, Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 18 of 2011

**AUTHORIZING A CONTRACT WITH LOVELL CONSULTING, LLC TO PROVIDE
CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT FOR
THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER
ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with Lovell Consulting, LLC to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport.

Section 2. Lovell Consulting, LLC was determined by a Selection Committee to be the most qualified of the six respondents. The services to be provided include but are not limited to the development of new or expanded air service with existing carriers and attracting new air service providers to the Greater Rochester International Airport. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms. This contract is to be awarded at an annual cost not to exceed \$25,000.

Section 3. Authorize an amendment to the 2011 Monroe County Airport Authority Budget to increase professional services by \$25,000 for this purpose.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither Lovell Consulting, LLC, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: September 28, 2011

Vote: 5 - 0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 28, 2011.

Dated:

9/29/11


David VanVarick, Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 19 of 2011

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR A
BRONZE SPONSORSHIP OF THE FALL NEW YORK AVIATION MANAGERS
ASSOCIATION (NYAMA) CONFERENCE**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT
AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$1,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the fall New York Aviation Managers Association (NYAMA) Conference held September 21 to September 23, 2011 in Watkins Glen, NY and hosted by the Elmira Corning Regional Airport.

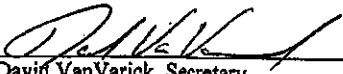
Section 2. This resolution shall take effect immediately.

ADOPTION: Date: September 28, 2011

Vote: 5 - 0

I, David VanVarick, Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held September 28, 2011.

Dated: 9/29/11


David VanVarick, Secretary

**Agenda
Monroe County Airport Authority
Audit Committee Meeting
December 14, 2011
CANCELLED**

Due to unforeseen circumstances the Audit Committee Meeting on Weds., December 14, 2011 will be cancelled. All items will be moved onto the January Agenda. Please accept our apologies at the last minute cancellation.

* Please Note that the **full meeting** of the Board will still take place at noon, Wednesday, December 14, 2011, in the MCAA Board Room.

Next meeting is January 18, 2012

**SCHEDULE OF 2012 MONROE COUNTY
AIRPORT AUTHORITY AUDIT COMMITTEE MEETINGS**

Listed below are the dates of the bi-monthly meetings of the Monroe County Airport Authority Audit Committee for 2012. The meetings are generally scheduled for the third Wednesday of every other month, with the exception of those dates marked by

an asterisk (*), at 11:00 p.m. at the Greater Rochester International Airport Administration Office.

January 18, 2012

March 21, 2012 Annual Meeting and Regular Meeting

May 16, 2012

July 18, 2012

September 19, 2012

*November 28, 2012

Please mark your calendars accordingly. You will be notified in advance of any changes to this schedule.

**Agenda
Monroe County Airport Authority
Regular Meeting
December 14, 2011**

- | | |
|--|--------------------|
| 1. Pledge of Allegiance | Vazzana |
| 2. Roll Call | Vazzana |
| 3. Approval of Minutes from September 28, 2011 | Vazzana |
| 4. Audit Committee Report | Iacovangelo |
| 5. Treasurers Report | Adair |
| 6. Approval and Adoption of the 2012 Rates and Charges at the Greater Rochester International Airport | Walsh |
| 7. Authorize Use of Appropriation from the Surplus Fund for the 2011 General Obligation Debt Payment relating to the Parking Garage Addition | Walsh |
| 8. Approve and Adopt Change in Parking Rates | Walsh |
| 9. Approval of a License and Use Agreement between SNORAC, LLC d/b/a Alamo Rent A Car and the Monroe County Airport Authority for an Operation of an Off Airport Car Rental Concession at the Greater Rochester International Airport | Walsh |
| 10. Approve Amendment to Concession Agreement between Premier Billboards of Rochester, N.Y., Inc. and the Monroe County Airport Authority | Walsh |
| 11. Traffic Report | Haas |
| 12. Directors Report | Walsh |
| 13. Annual Board Evaluation | Granville |
| 14. Schedule the dates for the 2012 Authority Meetings | Walsh |
| 15. Other Business | Vazzana |

MINUTES

MONROE COUNTY AIRPORT AUTHORITY

REGULAR MEETING

December 14, 2011 12:00 p.m.

Present:

James G. Vazzana, Esq. Chairperson

Don Johnson - excused

Susan Keith

Willie J. Lightfoot

Stephen Tucciarello - excused

Bernard J. Iacovangelo, Esq.

Nick Juskiw - excused

Others Present

Susan L. Walsh, Esq. Administrative Director

Andrew Moore Assistant Director

Scott Adair Treasurer

Angela Veltre Assistant Treasurer

David Van Varick Secretary

David Haas Senior Management Analyst

Neha S. Stowe

Approval of the Minutes from September 29, 2011

Moved by Member Keith and seconded by Member Iacovangelo that the minutes be approved without changes. The motion was passed 4-0.

Treasurer's Report

Treasurer Adair presented the Business and Travel Expense Report and the Credit Card statement with explanations for the period of September 2011 through November 2011. The travel and business report had eight (8) transactions totalling approximately \$2300.00. Treasurer Adair noted a \$1200 credit would be applied in December 2011 as well on this report. A motion to accept the travel and business expenses report was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 4-0. The Credit Card statement had five (5) transactions total for September, six (6) for October and six (6) for November. All transactions totaled approximately \$1900.00. Treasurer Adair noted a credit of approximately \$650.00 would be applied in December 2011. All expenses were submitted in a timely fashion and approved by the Treasurer. All transactions were on the Director's card. Motion to accept credit card charges was moved by Member Keith and seconded by Member Iacovangelo. The motion passed 4-0.

Approval and Adoption of the 2012 Rates and Charges at the Greater Rochester International Airport

Director Walsh reported the 2012 rates will increase by less than 10% and that she had meetings with the airlines about the increases. Director Walsh reported the airlines had been complimentary to the rate increases. Chairman Vazzana commended Director Walsh for her work on this matter. A motion to approve the 2012 rates and charges was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 4-0.

Authorize Use of Appropriation from the Surplus Fund for the 2011 General Obligation Debt Payment relating to the Parking Garage Addition

Director Walsh reported \$1.2 million will be used towards payment of debt associated with the Parking Garage Addition project. Member Lightfoot asked which portion of the garage this related to. Director Walsh reported that \$13 million had been used for the addition of 700 new spaces and that although the project was completed payment was still ongoing. Member Iacovangelo asked if this payment would be for interest only. Director Walsh reported that the payment would be applied to both interest and principal. A motion to authorize the appropriation was moved by Member Lightfoot and seconded by Member Iacovangelo. The motion passed 4-0.

Approval and Adoption of Change in Parking rates at the Greater Rochester International Airport

Director Walsh reported an increase in the daily maximum rate for the Ramp Garage and Valet Parking of \$1.00.. Director Walsh reported this increase should generate \$360,000 in additional revenue next year. Chairman Vazzana asked if this increase was proposed to the airlines. Director Walsh reported the airlines were receptive of the increase and further noted the anticipated revenue would be immediate. Member Lightfoot asked how our rates compared to other Thruway airports. Chairman Vazzana reported it was his understanding Rochester would be higher than the other Thruway airports but less than airports south of Albany. Member Lightfoot further asked if any research had been conducted to see if the economy could tolerate this increase. Director Walsh reported that there are several parking options available at the airport and this increase only applied to two of those. Director Walsh further reported on the airport website is a calculator for passengers to use to see the various parking costs and Director Walsh reiterated that this increase did not affect long term lots. Member Lightfoot asked if there is the potential for increases in these other lots. Director Walsh reported she is hoping to eliminate the increases but that it could occur. Chairman Vazzana spoke about his experience with similar parking rate increases and the minimal effects it has had. A motion to approve the change in parking rates was made by Member Iacovangelo and seconded by Member Keith. The motion passed 4-0.

Authorize a License and Use Agreement between SNORAC, LLC d/b/a Alamo Rent A Car and the Monroe County Airport Authority for an Operation of an Off Airport Car Rental Concession at the Greater Rochester International Airport

Director Walsh reported that in August 2011 an RFP was conducted regarding the on site car rental concessions and that six out of the seven responders were awarded counters. Director Walsh reported Alamo was the seventh responder and therefore is now looking to do business off site. Director Walsh reported that the agreement provided for 3% of gross profits to be provided to the Airport. Director Walsh reported this is substantially below the industry standard which is about 10%. Member Keith asked if Alamo will have any onsite presence. Director Walsh reported this would be offsite only. Member Lightfoot asked who were the principals of SNORAC, LLC. Director Walsh reported they are a national company. A motion to authorize the agreement was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 4-0.

Authorize Amendment to Concession Agreement between Premier Billboards of Rochester, N.Y. Inc. and the Monroe County Airport Authority

Director Walsh reported that this was to exercise an extension of the original contract and an option to add a third billboard operated by Premier. Director Walsh reported Premier is asking for the five year extension due to the capital investment Premier is making in erecting the new billboard. Director Walsh reported the additional billboard should generate upwards of \$13,000 in revenue for the

airport. Chairman Vazzana asked where this billboard would be located. Director Walsh reported it would be near the southbound entrance of Interstate 390. Chairman Vazzana asked if Premier was up to date on their payments as well. Director Walsh reported they were. Member Iacovangelo asked if the airport would eventually own the billboard. Director Walsh confirmed the presence of the reversion clause in the lease. Member Lightfoot asked if there was any oversight as to the content of the billboard. Director Walsh reported she has approval rights over the content. A motion to authorize the amendment was moved by Member Keith and seconded by Member Lightfoot. The motion passed 4-0.

Authorize Amendment to Lease Agreement with Bell Atlantic Mobile of Rochester, L.P. d/b/a Verizon Wireless, Successor In Interest to Rochester Telephone Mobile Communications at the Greater Rochester International Airport

Director Walsh reported this was in regards to a cell tower on airport property that allowed for a five year extension thru 2016 with renewal options. Director Walsh further reported there was an increase in rent and adjustments of 3% annum for revenue. A motion to authorize the amendment was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 4-0.

Authorize Sublease between United States Postal Service and Westover Car Rental, LLC d/b/a Thrifty Car Rental for premises located at 1135 Brooks Avenue

Director Walsh reported Thrifty is new to the Airport and currently has no place to ready their cars for rental. This sublease would allow for Thrifty to prepare their cars at the post office facility which has been vacant since August 2007. Director Walsh reported there is no agreement in place as of yet, rather negotiations are ongoing. Chairman Vazzana asked if the post office is current on all payments and what the current rent is. Director Walsh reported they are current and rent is \$18,414/year. Member Iacovangelo asked how large this area was and if it was a land lease. Director Walsh reported it is and includes a large building. A motion to approve the authorization was moved by Member Iacovangelo and seconded by Member Keith. The motion passed 4-0.

Traffic Report

Mr. Haas reported that the traffic report was updated through October 2011. Mr. Haas reported enplanements were down 4.8% year to date from 2010. Mr. Haas reported all Thruway airports were down at this point largely due to the economy. Mr. Haas reported there was a slight decrease in load factor of 2% from October 2010 and a decrease of 6.2% in landing weights as compared to October 2010. Chairman Vazzana asked if there was any update concerning the potential cancellation of an early morning Jet Blue flight to NYC. Mr. Haas reported the flight was being operated on certain days of the week only. Chairman Vazzana further asked if there would be any effect on the bankruptcy filing of American Airlines. Mr. Haas stated there has been no decrease in service and further that American Eagle operates out of the airport. Mr. Haas reported American is current on payments and there has been no impact on the American Eagle flights. Member Iacovangelo commented regarding prior discussions on this matter. Chairman Vazzana further asked if there was any loss when USAir filed for bankruptcy. Ms. Veltre reported there was not.

Directors Report

Director Walsh reported the Monroe County budget had passed the night before. Director Walsh reported she was in NYC for the FAA meetings in November 2011 in hopes of gaining additional prospects for projects in the future. Director Walsh reported this is the primary federal funding source for the airport. Director Walsh reported the airport is working on its master plan at the moment. Director Walsh provided an update on a lawsuit with Flower City Café including a response by the County to the claim and a counterclaim for unpaid fees to the airport of about \$17,000 from 2008.

Member Iacovangelo asked about a lawsuit in 2007 regarding a fuel spill at the fuel farm and a recent report in the newspaper. In regards to that matter, Director Walsh stated the airport paid for the cleanup and is now seeking reimbursement. The recent action by the State Attorney General was to add additional parties to the lawsuit, not to file a new lawsuit. Member Lightfoot asked which fuel farm this occurred at. Secretary VanVarick reported this particular fuel farm is no longer active.

Annual Board Evaluation

Ms. Stowe instructed board members that included in their paperwork was an evaluation required to be completed by all members by the ABO. Ms. Stowe reported these could be mailed to the Law Department and then they would be tabulated and reported on in the March 2012 meeting.

Schedule of dates for the 2012 Authority Meetings

Director Walsh noted the meeting dates for 2012. Chairman Vazzana reported a governance committee meeting would be held on January 18, 2012 as well. Member Lightfoot asked for a copy of the committee meetings schedules as well. Member Iacovangelo reported he would not be able to attend the May 16, 2012 meeting.

Other Business

Chairman Vazzana accepted the resignation of Member Juskiw effective November 11, 2011. Director Walsh reported Thomas Flynn has been appointed to fill the vacancy. Member Kelth asked if there has been any progress on having Southwest come to the airport. Director Walsh reported that it could be some time for that to happen as Southwest was evaluating all their locations.

Respectfully Submitted,



David VanVarick
Secretary